

EXPEDITED PERMITTING CHECKLIST

CITY OF FORT LAUDERDALE – BUILDING DEPARTMENT

Please verify that your permit application package contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked “not applicable”.

- Completed **PERMIT APPLICATION**, reflecting the total job cost and square footage. Submittals must be signed by the owner and the contractor and sealed by a Notary Public. **ALL SUB PERMITS MUST cBE SUBMITTED WITH THE MASTER PERMIT.**
- OWNER BUILDER AFFIDAVIT** for homeowner. To qualify for such an exemption, an owner must **personally** appear, complete the affidavit, and sign the building permit.
- Two (2) copies of recorded **NOTICE OF COMMENCEMENT** must be provided at time of submittal. (recorded at Broward County Records Department, 115 S Andrews Ave, Fort Lauderdale, FL)
- For all projects, **THREE (3)** sets of plans drawn to scale (signed and sealed by designer as required by Code), including fire sprinkler plans (for buildings more than 3 stories).
- Two (2) copies of **TRUSS DRAWINGS** signed and sealed by an architect.
- THREE (3)** signed and sealed accurate **plot plans** and **surveys**. *New buildings, additions or other improvements, patio and pools must show proposed elevations on site and on adjacent properties in sufficient detail to verify that there will not be any adverse drainage impacts from proposed improvements. Site plan must include percentages of lot pervious and impervious areas.*
- All **SPECIAL INSPECTOR FORMS**.
- PARK IMPACT FEE FORM** Residential/Hotel/Motel) Contact Kim Clifford 954-828-5354 [KClifford@fortlauderdale.gov](mailto:KClifford@fortlauderdale.gov) or Carol Ingold 954-828-5789/[CIngold@forttlauderdale.gov](mailto:CIngold@forttlauderdale.gov)
- Approval by **EDP** (Environmental Department of Protection) required for all new buildings; demolitions; additions to non-residential buildings and interior alterations where a change of use is applicable; commercial re-roofs; slabs greater than 250 sq. ft. and **detached** additions to SFR/Multi-Family residences. Permit must be applied for within 30 days of **EDP** approval
- Approval by **EDP** on **STATEMENT OF RESPONSIBILITY ASBESTOS FORM**.
- Completed **EDP IMPACT FEE FORM** with water/wastewater usage calculations.
- Approval by **EDP** and the **ARMY CORPS OF ENGINEERS** for dredge and fill activities or if structures are within jurisdictional waterways.
- Submittal of **DRC (Development Review Committee)** approved plans.
- HISTORICAL DISTRICT APPROVAL** on application, if applicable.
- Three (3) copies of the **energy calculation forms**, two (2) heating/cooling **load calculations** and **manufacturer’s specification sheets**.
- Two (2) copies of **Product Approvals** (Notices of Acceptance) signed and sealed by an architect (must submit all sheets and additional information required for approval, including wind load calculations) for doors, garage doors, roof covering, shutters, skylights, operable windows and fixed glazing as exterior components.
- Approval by the **Department of Business and Professional Regulation** for restaurants.
- Approval by the **Broward County Health Department** for bedroom additions (if on septic tank), all projects serviced by septic tanks, hospitals and ACLF’s.

I have reviewed and completely filled out the checklist and all applicable items are in my application package.

Applicant Signature	Print Name	Phone	E-Mail Address
DEVELOPMENT MANAGEMENT DIVISION ENVIRONMENTAL REVIEW (EDP) One N University Drive Plantation, FL 954-765-4400		BROWARD COUNTY HEALTH DEPARTMENT 2421 SW 6 Avenue, Fort Lauderdale FL General Information 954-467-4800 New Septic Tank 954-467-4901 Restaurants & Pools 954-467-4923	
WATER MANAGEMENT DIVISION 954-519-1270		DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION 5080 Coconut Creek Parkway, Margate Fl 954-917-1330	